

Subject: RE: Roundtable Meeting Monday
From: "Michael Filson" <@>
Date: 01/20/2017 09:08 AM
To: amendonca@ccala.org

I'll take care of the list. I have food coming in from a presenter.

Will just need water and cups set up.
Thanks

Sent from my T-Mobile 4G LTE Device


----- Original message -----
From: Amy Mendonca <AMendonca@ccala.org>
Date: 1/20/17 9:06 AM (GMT-08:00)
To: Michael Filson <MFilson@downtownla.com>
Subject: Roundtable Meeting Monday

Hi Mike,

I see on the calendar you have a Roundtable Meeting on Monday. What would you like me to do to set up? It is at 1:30, will you just need drinks or would you also like food? Do you have any presentations that need to be set up? I will need the guest list to give to Jose, but would you like a sign in sheet?

Let me know!

Amy

 cid:image00

Amy Mendonca

Office Assistant

626 Wilshire Blvd., Suite 200 | Los Angeles, CA 90017

office: (213) 416-7519 | fax: (213) 624-0858

amendonca@ccala.org

ccala.org





[Facebook](#)



[Twitter](#)

—image001.png—



—image002.png—



—image003.png—



—image004.jpg—



—image005.jpg—



— Attachments: —

image001.png	15.4 KB
image002.png	1.0 KB
image003.png	951 bytes
image004.jpg	815 bytes
image005.jpg	780 bytes